



FAMAX TECHNOLOGY (M) SDN. BHD. (200601028954 (748710-K))

CODE OF CONDUCT

Summary

Famax is committed to maintaining the highest standards of integrity, safety, and sustainability in manufacturing. This Code of Conduct sets expectations for employees, contractors, and partners to ensure ethical behavior, compliance with laws, and safe use of company resources.

By following this Code, Famax protects its workforce, strengthens trust with partners, and contributes to a resilient and sustainable manufacturing ecosystem.

1. Company Values

- a. Integrity & Transparency** – Conduct all operations honestly and fairly.
- b. Safety First** – Prioritize workplace safety and employee well-being.
- c. Quality & Resilience** – Deliver products that meet the highest standards and withstand challenges.
- d. Sustainability** – Minimize environmental impact through responsible manufacturing practices.

2. Professional Behavior

- Treat colleagues, supervisors, and partners with respect.
- Avoid discriminatory, offensive, or inappropriate conduct.
- Promote teamwork and accountability in all operations.

3. Workplace Safety & Dress Code

- Always wear appropriate **Personal Protective Equipment (PPE)** (helmets, gloves, safety shoes, masks, etc.).
- Follow safety protocols and report hazards immediately.
- Maintain neat, clean, and practical attire suitable for factory operations.

4. Conflict of Interest

- Disclose any personal or financial interests that may affect impartiality.
- Avoid using company machinery, materials, or resources for personal gain.
- Ensure supplier and partner relationships remain free from undue influence.

5. Harassment and Discrimination

- Zero tolerance for harassment, bullying, or discrimination.
- Promote equal opportunity regardless of ethnicity, gender, age, disability, religion, nationality, sexual orientation, or social background.
- Provide safe channels for reporting misconduct without fear of retaliation.

6. Use of Company Assets

- Use machinery, tools, and equipment responsibly and only for authorized purposes.
- Protect confidential information, designs, and intellectual property.
- Follow cybersecurity and data protection protocols for digital systems.

7. Compliance with Laws and Policies

- Adhere to all manufacturing regulations, labor laws, and environmental standards.
- Uphold commitments to prohibit child labor and forced labor.
- Support environmental, social, and governance (ESG) initiatives.

8. Supplier & Partner Responsibility

- Require suppliers and subcontractors to comply with safety, labor, and environmental standards.
- Conduct audits and inspections to verify compliance.
- Collaborate with partners to improve resilience and sustainability practices.

9. Reporting and Accountability

- Encourage open communication and reporting of violations or unsafe practices.
- Violations may result in disciplinary action, including termination of employment or contracts.
- Leadership is responsible for modeling and enforcing these standards.

10. Disciplinary Procedures

Violations of this Code of Conduct will be addressed according to the severity of the offense:

a. Minor Violations (e.g., dress code breaches, minor safety lapses)

- Verbal warning
- Written warning if repeated

b. Major Violations (e.g., misuse of company assets, repeated safety violations, harassment)

- Written warning
- Suspension without pay
- Mandatory retraining or reassignment

c. Critical Violations (e.g., theft, fraud, violence, severe safety breaches, discrimination, corruption)

- Immediate suspension pending investigation
- Termination of employment or contract
- Possible legal action depending on severity

All disciplinary actions will be documented, and employees will have the right to appeal through HR.

11. Health, Safety, and Environmental (HSE) Responsibilities

- **Workplace Safety** – Employees must follow all safety protocols, use PPE, and report hazards immediately.
- **Machine Operation** – Only trained and authorized personnel may operate factory machinery.
- **Emergency Preparedness** – Employees must participate in safety drills and know evacuation procedures.
- **Environmental Responsibility** – Reduce waste, conserve energy, and follow recycling and disposal guidelines.
- **Incident Reporting** – All accidents, near-misses, or unsafe conditions must be reported promptly.
- **Continuous Improvement** – Employees are encouraged to suggest improvements to safety and environmental practices.

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Managing Director
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